

Frequently Asked Questions about Contractor Registrations

Q: Do I need to register with the City to do work in the City?

A: All contractors and sub-contractors doing work within the City of Berea must be registered with the City.

Q: What do I need to do to register?

A: In order to register, a contractor must complete a Contractor Registration Form; complete a RITA Tax Form; provide proof of insurance with the City of Berea named as an additional insured; and pay a \$125 fee.

Q: Does the City require a bond?

A: No, but the City does require a contractor to provide proof of insurance with the City of Berea named as an additional insured.

Q: How can I submit my registration form and other required materials?

A: A contractor may submit all required materials in person, via the mail or fax. In addition, your insurance company may fax the proof of insurance to the Building Department at 440-826-4800.

Q: How long is a Contractor Registration valid?

A: Contractor Registrations must be renewed annually. All Contractor Registrations expire on December 31st of each year.

Q: Does the City prorate the Contractor Registration fee?

A: The City does not prorate Contractor Registration fees.

Q: What if I am working on a project that spans two calendar years?

A: Contractors working on a project that spans from one year to the next will have to register for both years.

Q: How do I schedule an inspection?

A: An inspections may be scheduled in person or via telephone (440-826-5812). Whether scheduling in person or via telephone, you must have your permit number.